

## **Probate Register & Director of Information Services** with Ms. April K. Maycock, Wayne County Probate Court

### **Keywords**

**Adoption** – A court process that allows a person to become the legal parent of a child for whom they are not the biological parent. Sometimes, adoptive families are called “forever families”.

**Chief Judge** – A judge appointed by the Michigan Supreme Court to be responsible for administration of the court in which he or she serves, including policies, case management, and carrying out Supreme Court orders. For details, see [MCR 8.110](#).

**Compliance** – Fulfilling official requirements.

**Court Applications** – Specialized software used to gather, track, report, and/or store information about cases.

**Court Forms** – Documents with blank spaces used to collect required or requested information in legal matters. For examples, see [court forms](#) created by the State Court Administrative Office. Individual courts may also create court forms.

**Court Records** – Official copies of documents related to court cases. Some records must be stored and kept permanently.

**Human Resources** – Refers both to the staff who work for an organization and the unit that manages matters such as hiring personnel and managing employee benefits, e.g. health insurance and retirement plans.

**Information Services** – A unit responsible for the technology needs of a court, including computers and other hardware, software, internet service, and cyber security.

**Intranet** – A network that works like the worldwide web but is limited to use by a certain group of people, such as employees of a court.

**[Michigan Court Rules \(MCR\)](#)** – Rules adopted by the Michigan Supreme Court for Michigan’s legal system. The rules and procedures ensure cases are resolved without undue delay and those who appear in court receive due process and equal treatment under the law.

**Policies and Procedures** – The rules that staff follow when carrying out their responsibilities (policies) and the steps to go by (procedures).

**Probate Court** – This trial court handles wills, administers estates and trusts, orders treatment for mentally ill persons, and appoints guardians and conservators.

**Probate Register** – A professional who directs non-judicial aspects of a probate court, such as personnel and budgeting. This person assists the chief judge in fulfilling his or her duties. For details, see [MCR 8.110](#).

**For more definitions, see the Michigan Judicial Institute’s [Handbook of Legal Terms](#).**